

## ANNEXURE

## CHIEF SECRETARIAT

## General Administration Department

## Economy in use of papers—further instructions regarding—

## READ :

1. G. O. No. GAD 129 OOM 62 dated 21st November, 1962
2. O. 4. No. GAD 39 TSM 70 dated 8th February 1971
3. Circular No. GAD 19 TSM 74 dated 15th May 1974
4. Circular No. GAD 20 TSM 74 dated 29th May 1974

ORDER No. GAD 46 TSM 74 BANGALORE DATED THE 14TH AUGUST 1974

Detailed instructions regarding avoidance of wastage in the use of paper and stationery in Government offices have been issued from time to time. In view of the prevailing difficult situation on account of shortage of paper, it has become necessary to reiterate certain existing instructions and to introduce further economy measures for conservation of paper. Accordingly, it is directed that the following economy measures shall be enforced with immediate effect.

1. Writing/typing on both sides of the paper
2. Typing of notes, letters, etc. in single space
3. Reducing the size of marginal spaces in notes and communications;
4. For preparing drafts consisting of only a few lines, half sheets shall be used.
5. In the case of simple and clear drafts no typed copies should be made as office copies;
6. Tour programmes should be circulated only to those concerned and not to all and sundry;
7. The practice of using embossed letter heads and blank inland forms for making office copies shall be discontinued forthwith.
8. Keeping the printing/cyclostyling of copies of reports, documents etc, to the barest minimum;
9. Wherever the matter permits and where there is no need for a permanent record, notices for meetings, reminders of letters etc. shall be communicated on telephone;
10. Making notes and correspondence as brief as possible;
11. Re-use of envelopes through the use of address slips;
12. Envelopes of different sizes shall be used consistent with the requirements of each case;
13. As far as possible more than one letter intended for the same addressee shall be included in one cover; and
14. Obsolete forms or paper retrieved from old records shall be systematically pressed into service for making covers and envelopes. Old paper calculations of which one side is blank shall be used for drafting or making rough.

2. Attention of the Secretaries to Government is invited to the Instructions issued in the Circular No. GAD 19 TSM 74 dated 15th May 1974 regarding review of periodicals and returns and they are requested to take necessary action as required therein.

3. The Secretaries to Government and the Heads of Departments are requested to ensure that these measures are implemented by Departments, Organisations and other Bodies under their administrative control as well as official/semi-official/non-official bodies in receipt of Government grants and assistance.

By Order and in the name of the Governor of Karnataka,

M. SANKARANARAYANAN,

*Joint Secretary to Government,*

*General Administration Department.*